

RVMP

SUBMITTAL REQUIREMENTS

ROUTINE VEGETATION MANAGEMENT PERMIT

City of Renton Development Services Division
1055 South Grady Way-Renton, WA 98055
Phone: 425-430-7200 Fax: 425-430-7231

PURPOSE: To review proposals to ensure compliance with regulations for the clearing of land and the protection and preservation of trees and significant vegetation.

FREE CONSULTATION MEETING: Prior to submitting an application, the applicant should informally discuss the proposed development with the Development Services Division. The Development Services Division will provide assistance and detailed information on the City's requirements and standards. Applicants may also take this opportunity to request the waiver of the City's typical application submittal requirements which may not be applicable to the specific proposal. For further information on this meeting, see the instruction sheet entitled "Submittal Requirements: Pre-Application."

COMPLETE APPLICATION REQUIRED: In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

APPLICATION SCREENING: *Applicants are encouraged to bring in one copy of the application package for informal review by staff, prior to making the requested number of copies, colored drawings, or photo reductions. Please allow approximately 45 minutes for application screening.*

APPLICATION SUBMITTAL HOURS: Applications should be submitted to Development Services staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 A.M. and 4:00 P.M. Monday through Friday. An appointment to submit your application is not necessary. Due to the screening time required, applications delivered by messenger cannot be accepted.

ADDITIONAL PERMITS: Additional permits from other agencies may be required. It is the applicant's responsibility to obtain these other approvals. Information regarding these other requirements may be found at <http://apps.ecy.wa.gov/opas/>

All Plans and Attachments must be folded 8 ½" by 11"

APPLICATION MATERIALS:

1. ☐ **Pre-Application Meeting Summary:** If the application was reviewed at a "pre-application meeting", please provide **2 copies** of the written summary provided to you.
2. ☐ **Waiver Form:** If you received a waiver form during or after a "pre-application meeting", please

provide **5 copies** of this form.

3. ☐ **Land Use Permit Master Application Form:** Please provide the **original plus 1 copy** of the **COMPLETED** City of Renton Development Services Division's Master Application form. Application must have notarized signatures of **ALL** current property owners listed on the Title Report. If the property owner is a corporation, the authorized representative must attach proof of signing authority on behalf of the corporation. The legal description of the property must be attached to the application form.

4. ☐ **Project Narrative:** Please provide **2 copies** of a clear and concise description of the proposed project, including the following:

- Size of property
- Current use of the site and any existing improvements
- Is the work for the sake of preparing the site for future development?
- Is the property fully developed (not capable of further subdivision or development), partially developed, or vacant?
- Number, type and size of any trees to be removed
- Types and estimated amounts of other types of vegetation to be removed
- Special site features (i.e. wetlands, water bodies, steep slopes)
- Is the work to be performed in a 'Native Growth Protection Easement' or tract?
- Is the work to be performed in areas of 40% or greater slope?
- Is the work to be performed in an area designated with 'very high landslide potential'?
- Estimated quantities and type of materials involved if any fill or excavation is proposed
- Types of mechanical equipment to be used
- Types of pesticides and herbicides to be used
- Measures to protect the site and adjacent properties from potential adverse impacts of the proposed work and equipment operation
- Standards and criteria to be used for any tree trimming or topping
- Standards and criteria to be used for any ground cover management
- Time schedule for starting and completing work

For project sites located within 200 feet of the Black River, Cedar River, Springbrook Creek, May Creek and/or Lake Washington, please include:

- Distance in feet from closest area of work to the ordinary high water mark for the proposed project site

For project sites located within 100 feet of a wetland or stream, please include:

- Distance in feet from the closest area of work to the stream or wetland edge

5. ☐ **Neighborhood Detail Map:** Please provide **12 copies** of a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Development Services Division) to be used to identify the site location on public notices and to review compatibility with surrounding land uses. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, lot lines of surrounding properties', boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. Please ensure all information fits on a single map sheet.

Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map. Additional information (i.e. current city street names) will need to be added by the applicant.

6. ☐ **Site Plan:** Please provide **2 copies** of a fully-dimensioned plan sheet drawn at a scale of 1"=20' (or other scale approved by the Development Services Division). We prefer the site plan be drawn on *one* sheet of paper unless the size of the site requires several plan sheets be used. If you are using more than a single plan sheet, please indicate connecting points on each sheet. The Site Plan should show the following:
- Name of proposed project (e.g. Miller Tree Removal Proposal)
 - Date, scale, and north arrow (oriented to the top of the paper/plan sheet)
 - Drawing of the subject property with all property lines dimensioned and names of adjacent streets
 - Location of all existing public improvements including, but not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, etc., along the full property frontage
 - Location and dimensions of natural features such as streams, lakes, required buffer areas, open spaces, and wetlands
 - Ordinary high water mark and distance to closest area of work for any project located within 200-feet from a lake or stream
 - Location of all areas proposed to be cleared
 - Identify the types and sizes of trees and vegetation to be removed or altered
7. ☐ **Topography Map:** Please provide **5 copies** of a plan showing the site's existing contour lines at two-foot vertical intervals.
8. ☐ **Wetland Assessment:** Please provide **5 copies** of the map and **5 copies** of the report if **ANY** wetlands are located on the subject property or within 100 feet of the subject property. The wetland report/delineation must include the information specified in RMC 4-8-120D.23. In addition, if any alteration to the wetland or buffer is proposed, **5 copies** of a **wetland mitigation plan** is also required. See RMC 4-8-120D.23 for plan content requirements.
9. ☐ **Standard Stream or Lake Study:** Please provide **5 copies** of a report containing the information specified in RMC Section 4-8-120D.19. In addition, if the project involves an unclassified stream, a **supplemental stream or lake study** is also required (**5 copies**). If any alteration to a water-body or buffer is proposed a **supplemental stream or lake study (5 copies)** and **mitigation plan (5 copies)** are also required. See RMC 4-8-120D.19 for plan content requirements.
10. ☐ **Habitat Data Report:** If the project site contains or abuts a *critical habitat* per RMC 4-3-050B5b, please provide **5 copies** of a report containing the information specified in Section 4-8-120D of the Renton Municipal Code.
11. ☐ **Flood Hazard Data:** Please provide **2 copies** of a scaled plan showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, and drainage facilities. Also indicate the following:
- Elevation in relation to mean sea level of the lowest floor (including basement) of all structures
 - Elevation in relation to mean sea level to which any structure has been flood-proofed
 - Certification by a registered professional engineer or architect the flood-proofing methods criteria in RMC [4-3-050](#) have been met
 - Description of the extent to which a watercourse will be altered or relocated as a result of proposed development

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REVIEW PROCESS: Once a complete application package has been accepted for initial review, it will be routed to other City departments and other jurisdictions or agencies who may have an interest in it. The reviewers typically have two weeks to return their comments to the Development Services Division. After consideration of all received comments, the Development Services Division will issue a decision. The decision to approve, conditionally approve or deny the permit application will be mailed to all persons listed on the master application.

APPEAL AND RECONSIDERATION PROCESS FOR DECISIONS: Any person, including the applicant, aggrieved by the granting or denial of an application, may make a written application for reconsideration to the Development Services Division Director within 14 calendar days of the date of the decision. After review of the request, the Development Services Division Director may take whatever action is deemed proper. The written decision on the reconsideration request will be mailed to all parties of record within 10 days from the date the request was filed. If any party is still not satisfied after a reconsideration decision has been issued, an appeal may be submitted within 14 days to the Hearing Examiner.

An appeal may be filed without first requesting reconsideration by the Reviewing Official; however, it must be filed within 14 days of the date when the original decision was issued. See Renton Municipal Code, Section 4-8-110 for further information on the appeal process and time frames.